

7 February 1961

MEMORANDUM FOR: Chief, Document Division
Chief, Machine Division
CIA Librarian

SUBJECT: Machine Control of Input and Retrieval Patterns

The two problems to be considered are: (1) What information would be most useful in making analyses of interlofax input and retrieval; (2) In what form should such records be maintained. In both content and form we felt that a record should be devised which required a minimum of time to maintain and to use for periodic study as needed. The following are the suggested forms for data control.

a. Retrieval

A single punched card for each request, with fields allocated for these entries. (225 punch cards per month)

1. Request number and year (0001-61). 6 columns
2. Requester - Component. 6 columns
3. Date coverage (1956-1960). 4 columns
4. Category of questions (one of 15 types of questions). 3 columns
5. Area. 4 columns
6. Related Area (or a bloc of areas e.g. Sev Bloc). 4 columns
7. Clear text tags used (2, 3, or 9). 1 column
8. Files used (current, retired). 1 column
9. Priority (Crash, Priority or Routine). 1 column
10. Short title. 40 columns

b. Input

A monthly summary showing number of times ISC codes were used by document analysts.

A machine listing on a daily basis of each day's new index cards, arranged by ISC code. A listing of this type can be used in Document Division to detect errors before the cards have been put in file. It will also show which codes require frequent clear text entries. If arranged by document number, the list will indicate depth of coding being given to different series of documents (e.g. OO/C, OS, State).

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

Approved For Release 2001/08/30 : CIA-RDP67-00896R000100110110-0

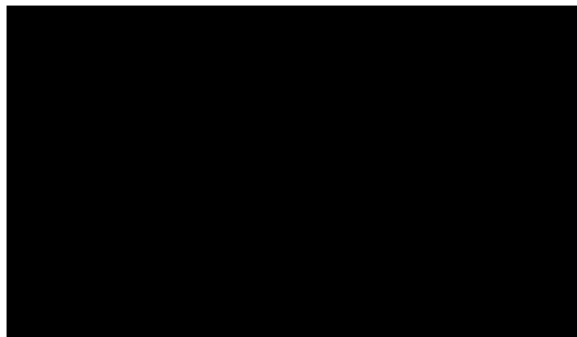
- 2 -

SUBJECT: Machine Control of Input and Retrieval Patterns

List of subject categories used to describe requests.

1. Political - domestic and International.
2. Intelligence and Security.
3. Installations - industrial, airfields.
4. Trade, finance, economic planning and management.
5. Organizations.
6. Manufactured products and equipment and methods.
7. Industry Survey (of a given industry).
8. Research and development.
9. Geography.
10. Defence and armed forces.
11. Facilities (railways, highways, communications).
12. Commodities (raw materials)
13. Personalities.
14. Area descriptions (cultural entities).
15. Area search.
16. Information sources (telephone directories)
17. Sociology including medicine and health.

STATINTL



Approved For Release 2001/08/30 : CIA-RDP67-00896R000100110110-0

FOR OFFICIAL USE ONLY